

# Akiyama Connects Privacy Policy

This privacy policy applies to the websites operated by Akiyama Connects and its affiliates and to the processing of personal information by Akiyama Connects as contemplated in this privacy policy. Any reference to “you” or “your” means you, the user.

Akiyama Connects respects your privacy and is committed to protecting the personal information you share with us. This statement describes how we collect and use your personal information that we may collect about you through the Sites and from our communications with you.

## Data Protection Laws

We are conscious of our legal responsibilities as a “data controller” and we support the principles of data protection reflected in the 1995 EU Directive on Data Protection and applicable national implementing legislation. We shall endeavour to ensure that the personal information we obtain and use will always be held, used, transferred and otherwise processed.

## Other websites

There may be links from this website to other websites. This privacy policy only applies to this website. We do not control those third party websites or any of the content they contain and you expressly acknowledge and agree that we are in no way responsible or liable for any of those third party websites, including, without limitation, the content, policies, failures, promotions, products, services or actions of those websites and/or any damages, losses, failures or problems caused by, related to or arising from those websites. We encourage you to review all policies, rules, terms and regulations, including the privacy policies, of each website that you visit.

## How we obtain personal information about you

We may as a result of your interaction with our website and our communications with you hold and process personal information obtained about you. The types of personal information we collect may include:

- your name

your date of birth

- your phone number
- your email address
- your address
- your profession

We use izettle card readers to process transactions via card payments or contactless. We receive encrypted card details which are managed through the izettle app. Receipts of payment transactions are available through the payee email address.

## **Collection and use of children's personal information**

Children of all ages may visit our site. We encourage parents to be involved with all of their child's online activities.

Children between the ages of 8 and 18 years old joining as junior members of the karate club will be asked to provide personal data by completing a junior membership application form.

Where we are provided with personal data from children under the age of 16 years old, we require parental consent. Parental consent may also be required for children above 16 years old in certain circumstances.

When a child acquires a paid membership, we may collect additional personally identifiable information from the child's parent. The types of personal information that may be collected at that time include the parent's full name, email address, and credit card (or other payment method) billing information including mailing address. Our site does not condition a child's participation in an online activity on the child providing more personal information than is reasonably necessary for that activity.

We use the parent's email address to send the parent a message that can be used to notify the parent about our privacy practices, and to send the parent communications either about the parent's and child's membership, events or about features of our website and for such other purposes as described in this policy. This email address is correlated with the child's membership.

## **How we collect and use non-personal information**

Please note that when anyone visits this website, we automatically collect certain non-personal information such as the type of computer operating system (e.g., Windows or Mac OS) and browser (e.g., Chrome, Safari, Netscape, Internet Explorer) being used, and the domain name of the internet service provider. We sometimes use the non-personal information that we collect to improve the design and content of this website and to enable us to personalise your experience.

## **Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

If you submit your details to us or if you continue to use our site, you agree to our use of cookies.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no

control. These cookies are likely to be analytical/performance cookies or targeting cookies. We do not control the setting of these cookies, so we suggest you check the website of the third-party for further information about their cookies and how to manage them.

You block cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

## **What we do with your personal information**

The personal information that you provide will be available to Akiyima Connects, our affiliated companies and trusted third party service providers and contractors for the following purposes:

- to process inquiries received via this website
- to register you for and send you newsletters
- to conduct market research and business development
- to provide you with information about products and services that we deem may be of interest to you from ourselves
- in connection with surveys related to our products and this website
- any other purpose indicated at the time you voluntarily provide your personal information

## **Marketing**

We may from time to time use your personal information to send you automated e-mail messages or marketing materials regarding our services with your prior consent. These e-mail messages may contain features that help us make sure you received and were able to open the message. You may opt out of receiving such marketing e-mail messages at any time, free of charge, by clicking the “unsubscribe” link or by following the instructions in any marketing communication.

## **Disclosing your personal information**

We may disclose your personal information to companies and individuals who perform business functions and services on our behalf. Such functions may include hosting the websites, analysing data and providing other support services. All such parties will be required to keep your personal data secure and only process it. We may also disclose your personal information if, in our opinion, disclosure is required by law.

## **International transfers of your personal information**

We may disclose your personal information to companies and individuals who perform business functions and services on our behalf. Such functions may include hosting the websites, analysing data and providing

other support services. All such parties will be required to keep your personal data secure and only process it. We may also disclose your personal information if, in our opinion, disclosure is required by law.

## **Personal Data Security and Confidentiality**

We maintain adequate technical and organisational security measures to protect your personal information from loss, misuse, and unauthorised access, disclosure, alteration, or destruction.

## **Access and Correction Rights**

You can request access to, and have the opportunity to update and amend your personal information, and you can exercise any other rights you enjoy under applicable data protection laws, including, for example, objection to and blocking of the processing of your personal information, by contacting us – Helen Akiyama e-mail [helen@akiyamaconnects.co.uk](mailto:helen@akiyamaconnects.co.uk) ; Takeshi Akiyama email [takeshi@akiyamaconnects.co.uk](mailto:takeshi@akiyamaconnects.co.uk) For security reasons, we reserve the right to take steps to authenticate your identity before providing access to your personal information. Subject to applicable law, we may charge you a small fee to access your data.

## **Retention of data**

We will keep your personal information for as long as necessary for the purposes for which it was collected, to provide you with services and to conduct our legitimate business interests or where otherwise required by law.

## **Changes to the Policy**

We reserve the right, at our sole discretion, to modify, add or remove sections of this privacy policy at any time and any changes will be notified to you using the email address you have given us or by an announcement on the webpage available at the “Privacy Policy” link.

## **Privacy Queries**

If you have any questions regarding this policy, or you wish to update your details or remove your personal data from our records, please inform us using the contact facility on our website.